



MEETING MINUTES

December 6, 2007

Steve Johnson called meeting to order at 9:04AM – Augusta Civic Center

Present: Steve Johnson, Steve Bradstreet, Mike Claus, Bob Burns, Erik Street, Mike Bobinsky, Mary Ann Conroy, Peter Owen, Andy Russell, Steve Walker, Stewart Sevey, Dave Cote, Wes Thames, Peter Coughlan, Bob Stevens and Jerry Douglas (Maine Local Roads Center).

1. Minutes were approved from the November 1, 2007 meeting.
2. Mike Claus presented the treasurer's report. The checking account balance was approximately \$1,800 and the savings account balance was approximately \$2,200. \$355 was spent for mailings for the Fall APWA meeting. \$1,387.16 was spent on the Director's Dinner, and \$2,634.62 was spent on the City of Portland's team that represented our Maine Chapter at the National Roadshow. The report was accepted unanimously.
3. Pete Coughlin presented the Maine Local Roads Report. Pete discussed the High Risk Rural Roads Program (HRRRP) and indicated that there are federal funds available (\$300,000 to \$400,000 statewide) outside the federal urban area to put towards signs and reflectors and he has been at work paying for the installation of such items in various rural areas. A current training offering is "Drainage, drainage, drainage."
4. Mike Bobinsky presented the Delegates Report. The National APWA Board of Directors has requested the House of Delegates provide review and comment on proposed revisions to the Model Chapter Bylaws and Rules Governing Chapters. These revisions include:
 - a. All chapters will be required to submit their bylaws once every 3 years for a review by the APWA Committee on Bylaws and Rules.
 - b. Slight modification to the Mission and purpose of the model Bylaws.
 - c. No person shall be nominated, elected, or allowed to serve on the Executive Committee of a Chapter unless he or she holds a current membership with APWA.
 - d. Simple majority of members present at an Executive Committee is required to approve motions.
 - e. Clarification of the roles and duties of the officers with respect to signing contractors, record keeping, and financial records.
 - f. HOD Representatives shall be appointed by Executive Committee to serve three (3) years term.
 - g. New Chapter "Audit" Committee is to be established, and conduct a review of the financial statements and condition of the Chapter annually. I believe this may require the use of outside audit firms.
 - h. Review Chapter Bylaws every 3 years.

In addition, Mike indicated that APWA is offering several "Click, Listen and Learn" training courses over the next several weeks.

5. Erik Street presented the membership report. Erik indicated that he would like to look into conducting a membership drive. Erik and Steve Johnson will serve in the future on membership and brainstorm ways to increase membership. Steve Johnson indicated that this is Erik's last meeting as a past President. Pete Coughlin suggested that MLR could help with a trifold brochure advertising APWA.
6. No IME report was presented as Craig Worth was absent.
7. Pete Coughlin discussed the benefits of having Govoffice.com host the MCAPWA website. The fees are \$20.00 per month and \$95.00/hour for special work. Pete uses this company

- for his hometown of Monmouth, and is very satisfied with them. Pete further volunteered to assist with the website's maintenance. The board approved a motion for Pete Coughlin to work with Govoffice.com to construct our new website.
8. Steve Johnson presented his draft 2008 MCAPWA Budget. The anticipated income in the 2008 budget is \$58,950 and the expenses are \$61,200. Steve indicated that this is a negative budget as no revenues will come from the Spring conference as we are reimbursing many for last year's cancelled meeting conference. The draft budget was accepted unanimously.
 9. The upcoming Spring Meeting was discussed. The meeting will be held on April 3rd, 2008 with a "Snowdate" of April 10th. There will be an advance 24 hour cancellation if necessary. Potential topics include Salt brine, road reconstruction techniques and sidewalk maintenance. 235 members are already registered.
 10. Mike Claus presented the 2008 Highway Congress Report. Fees will stay the same and the Belmont will be holding reservations!!
 11. Steve Johnson discussed the Public Works Director of the Year Award briefly. Steve will update us more in the future, but currently there may be two candidates.
 12. Other business discussed included the following:
 - a. A Website committee was discussed and a general consensus was reached that it should consist of executive members, but be run primarily by the Secretary.
 - b. Eric Labelle discussed Sensible Transportation briefly.

Steve Bradstreet thanked Steve Johnson for his past years of service as our Chapter President!!!THANKS STEVE!!!! .

Next meeting to be January 3, 2008 at MMA, Augusta.

Meeting adjourned at 11:05AM

Respectfully Submitted, Bob Burns

